

# MISSOURI DISASTER RECOVERY JOBS PROGRAM MANUAL



Missouri Department of Higher Education and Workforce Development

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# Overview

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This manual provides guidance for operation and administration of the Disaster Recovery Jobs Program (DRJP) as authorized as part of a National Dislocated Worker Grant (DWG) awarded to the State of Missouri Office of Workforce Development (OWD) by the United States Department of Labor (USDOL).

## **Purpose**

The DRJP was created to streamline and organize the uniform delivery of services provided by a Disaster Recovery DWG. The DRJP offers temporary employment to unemployed persons for the purpose of restoring public infrastructure and services so usual business and employment activities can resume.

## **Manual Intent**

The intent of this manual is to provide frontline workforce staff with an in-depth overview of the DRJP, including eligibility determination of participants, required case management actions, as well as the general application requirements and other required responsibilities of the Local Workforce Development Boards (WDB) participating in an active Disaster Recovery DWG.

## **Grant Request**

Upon declaration of a major disaster announcing the availability of public assistance by the Federal Emergency Management Agency (FEMA), the OWD may apply for a Disaster Recovery DWG to provide temporary employment through the DRJP. The OWD has 15 calendar days after the declaration to collect the best information available and submit an emergency DWG application. The USDOL will approve or deny the grant application based upon regulations, project scope, and funding availability. The DRJP can only operate in counties for which a disaster has been declared and Public Assistance funding has been granted.

The OWD Central Office staff coordinates with the impacted Regions to determine manpower and budgetary needs in the affected areas. The information is compiled and reviewed by the Grant Coordinator to establish the amount of the grant request. The USDOL may or may not approve the fully requested amount. The OWD has 60 calendar days after the grant is awarded to further assess the regional needs and submit a full grant application with adjusted budgets, revised worksites, number of participants needed, and other information as necessary, or required by the USDOL.

Upon Notice of Award, the OWD, the local Regions, the Missouri National Guard (if involved), and possibly the FEMA may hold meetings with potential worksites (depending on the disaster) including cities, counties, road and bridges districts, levee districts, state parks, city parks, and non-profit organizations, to develop a project implementation plan. This plan must be submitted to the USDOL within 60 calendar days of the Notice of Award.

Regions must submit required information summarizing the needs of each worksite to be served under the DWG. Regions will record all necessary information using the DRJP Forms 1, 2, and 3. Necessary information includes the equipment needs, the nature and location of projects to be completed, the number of participants needed, the projected timeframe for completion, and information regarding FEMA coordination. No Region will receive funds without first providing this information.

The Regions calculate the total need for labor, equipment, supplies, etc., for all projects and submits these amounts to the Grant Coordinator using the DRJP Region Forms. The OWD allocates funding based on project completion dates and regional needs. Since the OWD must request the grant prior to these meetings, the total funding needed will often exceed the grant award amount. The OWD can, when prudent, request additional funding from the USDOL once the statewide grant expenditures reach 70%. This additional funding is not guaranteed and is contingent upon availability and project scope.

After funding is allocated, the Region(s) must prioritize the projects. The Grant Coordinator will assist the Region(s) in making these determinations after analyzing the overall cost-per-participant and local economic impact.

### **County Opt-Out**

FEMA approves public assistance in counties that have sustained a substantial amount of damage to public properties. If a county chooses not to participate, the local Region will need to obtain an 'Opt Out' letter from the county stating either "the county does not need assistance as all clean-up has occurred" or "the county chooses not to accept assistance under this program". The Region must make every effort to ensure the county understands how valuable the program is in restoring the community; however, if the county will not provide an 'Opt-Out' letter, the Region should maintain relevant correspondence in their files.

### **Allowable Grant Activities**

Disaster Recovery DWGs provide funding for disaster relief employment, supportive services, and career and training services, depending on the need for the Region and what is requested in the grant application itself. WIOA allows for career and training services to be provided concurrently with the disaster relief clean-up however, the state must have met the expenditure threshold (70% of the prior program year's Dislocated Worker formula funds) in order to request career and training services for a Disaster Recovery DWG. Clean-up and recovery activities take precedence when offered in conjunction with career and training services. Local WDBs will need to inform the OWD Grant Coordinator if they would like to seek funds to provide career and training services in the disaster grant application.

Disaster relief employment is the priority under all Disaster Recovery DWG applications for the State of Missouri. Employment is limited to temporary positions, which are disaster related. These positions are restricted to the specific activities, as defined by Training and Employment Guidance Letter (TEGL) 02-15.

*Debris positions*, which include labor or conduct oversight of work in the devastated area(s), may include operating equipment, driving worksite vehicles, cleaning out and repairing culverts, performing rake/shovel/wheelbarrow work, repairing roads and levees, removing sandbags, restoring playgrounds and trails, and supervising crew.

### **Adhering to DRJP Policies**

All policies outlined in this Manual must be adhered to by the Region(s) participating in the DRJP even if local policies contradict certain portions. These policies were defined with local input and ensure the DRJP is consistent statewide. The consistency will assist in USDOL, State and local monitoring processes.

## **Participants**

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### **Eligible Workers**

To be eligible for placement into the DRJP, participants must be unemployed and determined eligible using the guidelines defined in WIOA Sec. 170(d)(2) outlined below, according to the following order of priority.

1. Workers temporarily or permanently dislocated as a result of the disaster.
2. Self-employed individuals unemployed or significantly underemployed as a result of the disaster.
3. Dislocated Workers as defined by WIOA Section 3(15).
4. Long-term unemployed\*

\*For the purpose of the DRJP, long-term unemployed is defined as any individual who is unemployed at the time of eligibility determination and has been unemployed for 15 or more nonconsecutive weeks of the last 26 weeks (30 hours or more constitutes a week) and has made specific efforts to find a job. The intent of this definition does not include those individuals who have held part-time jobs on a regular basis in the last 26 weeks.

## Initial Job Center Process

Staff should identify potential eligible workers through the delivery of normal services such as staff-assisted job searches or scheduled UI-related appointments. It is imperative that Job Center staff be made aware when a Region is in need of temporary workers for the DRJP. If a Region struggles with finding eligible workers, options for recruiting are outlined in the 'Recruiting Additional Eligible Workers' section.

The DRJP is designed to provide immediate recovery through a jobs-first approach. To gather information quickly before completing any potentially unnecessary eligibility data entry, potential participants can be screened for possible program eligibility using the optional "Jobs Interest" form (DRJP Form 7).

Potential participants will go through the Job Center process to be screened for eligibility into the DRJP. The following steps should be completed as part of this process.

1. The Participant creates or updates his/her MoJobs profile, to include the General Information and Background sections.
2. The Participant must have an active Wagner-Peyser (W-P) enrollment. If a W-P enrollment is not active, staff must create one using the 'Create Wagner-Peyser Application' function and adding the participation date to establish program entry. The W-P enrollment must be active before the next two steps can be completed.

As a reminder, a WP enrollment will be evident by having an application that reads 'Complete' and has a participation date recorded.

Title III - Wagner-Peyser (WP)

[Create Title III - Wagner-Peyser \(WP\) Application](#)

WP #2762621 - Complete

LWDB:	09 - Central Region	Application Date	04/12/2018
Onestop:	191 - CENTRAL OFFICE	Participation Date:	04/13/2018
Total Activities:	1	Closure Date:	N/A
		Exit Date:	N/A

3. The Participant must be matched and referred to a DRJP job order. If the participant is later hired at a DRJP worksite, the participant's status on that job order should be updated to 'Hired'. If the individual does not match to a DRJP job order, regular Job Center services should continue to be provided.
4. Staff will enter eligibility information into MoJobs using the 'Create WIOA Application' function. To access DWG eligibility, staff must check Dislocated Worker as the program for determining eligibility.

A worksite may or may not be involved in the participant selection process for the open DRJP positions. Depending on the number of potential DRJP workers needed and the worksite's capacity, there may not be time for traditional interviews. Some worksites may just ask for a certain number of workers and the Job Center will make appropriate matches.

## Job Descriptions/Job Orders

All DRJP temporary positions will be entered as job orders in MoJobs. These job orders will be posted internally and not available online to job seekers. This is done to prevent confusion or frustration, since grant eligibility is required for the positions. When entering the job order into the labor exchange system, staff must indicate that the job order information will not be displayed online to job seekers.

**Job Order Information to be Displayed Online**

Display online to job seekers:

☒ Yes ☐ No

Display your company name:

☒ Yes ☐ No

Display worksite address:

☒ Yes ☐ No

Have a local workforce staff member screen your applicants:

☐ Yes ☒ No

Job descriptions must reflect disaster-related work to be completed at the worksite and not “regular” worksite duties. If job descriptions are used from the worksite, the information must be modified to reflect the actual disaster-related duties only.

The rate of pay must be matched with like-employees at the worksite. If the position does not exist at the worksite, local Labor Market Information (LMI) data must be used to determine the wage.

All DRJP participants must be referred to a DRJP job order and given a job description prior to starting the temporary job assignment. The job order referral should only be issued to a participant who is qualified to do the work, especially if there are required licenses or skills needed for the position, such as a Class A CDL, or 6 months of experience with equipment operator. If the participant is officially hired, the job order referral status must be updated to reflect “Hired”.

The easiest way to update the job order referral status is to 1) assist the employer record where the job order is posted, 2) click ‘Applicants’ 3) check all the applicants that need to be marked as hired, 4) click ‘Status’ at the bottom of the list, 4) under ‘Applicant’s Recruitment Stage’ select the ‘Yes’ radio and record the start date in all required fields, 5) click ‘Save Status’.

Job Title	Employer Job Status	On-line Status	System Status	Created	Inactive After	Views	Applicants	Action
Equipment Operator/Laborer	Open and available	offline	Open and available	4/13/2018	6/12/2018	0	5	<div>#1</div> <div><a href="#">Edit</a></div> <div><a href="#">Delete</a></div> <div><a href="#">Search by Job Criteria</a></div> <div><a href="#">Pre-fill Advanced Resume Search</a></div> <div><a href="#">Applicants</a></div>



Name and Location	Last 4 SSN	Education Level	Desired Salary	Applicant Status	Your Rating	Skills Matched	General Req's	Specialized Req's	Action	Select
<a href="#">Tribute, Troy</a> Of Jefferson City, MO United States - Veteran	0409	High School Diploma	N/A	Not Specified	<a href="#">Not Rated</a>	0%	75%	Yes	<a href="#">Details</a> <a href="#">Staff Résumé</a> <a href="#">How Do they Measure Up</a>	<input checked="" type="checkbox"/>
<a href="#">Xerox, Xander</a> Of Jefferson City, MO United States	0413	High School Diploma	N/A	Not Specified	<a href="#">Not Rated</a>	0%	75%	Yes	<b>#2</b> <a href="#">How Do they Measure Up</a>	<input checked="" type="checkbox"/>

**#3**
[Contact](#)  
[Rate](#)  
[Status](#)  
[Print](#)  
[Map](#)  
[Print](#)  
[Résumés](#)  
[Export](#)

Rows

### Applicant's Recruitment Stage

Below are various recruiting stages. Please indicate the stages, if any, that the applicant has completed below and may generate additional prompts for your input. **#4**

Scheduled Interview: ☐ Not Specified ☐ Yes ☐ No

Interviewed: ☐ Not Specified ☐ Yes ☐ No

Hired: ☐ Not Specified ☒ Yes ☐ No

Notified of Non Hire: ☐ Not Specified ☐ Yes ☒ No

### Applicant Summary

The Applicant's Current Status has been set by your choices above. Please complete any missing information.

Applicant's Current Status:

\* Hired (Job Started):

If public outreach is needed for recruitment, the DHEWD Communications Unit can procure newspaper, radio ads, etc., on an as-needed basis. DHEWD Communications will also make outreach materials available. The DRJP and Missouri Job Center logos must be used on all local outreach and presentation materials. A repository of DRJP photographs is also available.

Regions should email [DWD.CommsSupport@dhewd.mo.gov](mailto:DWD.CommsSupport@dhewd.mo.gov) to request logos, photographs, materials, and other public outreach assistance. Regions are encouraged to coordinate with DHEWD Communications on DRJP outreach campaigns to ensure standard messaging, high quality materials, and consistency with State outreach efforts. Regions should reference and promote the DRJP write-up in the Annual Report, available on [jobs.mo.gov](http://jobs.mo.gov), and feel free to borrow this verbiage for consistency of messaging, modifying/updating outcome data as necessary.

### DRJP Eligibility Documentation Requirements

All DRJP participants should have the mandatory Initial Service Note at time of enrollment. The Initial Service Note must include information regarding the (1) summary of eligibility, (2) the position the participant was referred to, (3) the plan of activities to be offered, (4) how the plan will be implemented, and (5) the evaluation of services.

### Example of a mandatory Initial Service Note for the DRJP:


“Participant came into the Job Center to be enrolled into the DRJP program. After reviewing all documentation, it has been determined that the participant is eligible to participate in the MO-41 DWG as a dislocated worker. Participant has been referred to the Equipment Operator position at the Howell County worksite, job order #12039393. Customer has been sent on this date to complete necessary pre-employment screenings, which include a background check, drug testing, a physical, and a tetanus shot. Upon successful completion of all pre-employment screenings, customer will begin DRJP employment and complete required safety training. Evaluations will be completed every 90 days to track progress during the temporary employment. Expected duration of employment at this worksite is the full 2,080 hours as allowable under this grant.”

Although this example has been provided, please note that each note should reflect information as it relates to the individual participant, grant activities, and expected duration.

Documentation for eligibility for the DRJP is as follows:

#### **1. Individual Dislocated as a Result of the Disaster**

An individual who is dislocated because their employer was adversely affected by the disaster is eligible for the DRJP under Category 12 in MoJobs.

 **Category 12: Dislocated Worker Grant (DWG) eligibility:** Individual does not meet criteria outlined for Dislocated Workers in categories 1 - 8 above, but is an individual that meets **DWG** eligibility outlined under WIOA Title ID National programs, Sec. 170 National dislocated worker grants, relating to Sec 170(b)(1)(A) workers affected by major economic dislocations OR Sec 170(b)(1)(B) workers affected by an emergency or major disaster.

To determine eligibility, staff must verify the dislocation occurred as a result of the disaster.

A Disaster Unemployment Assistance (DUA) claim is the most reliable documentation of dislocation due to the major disaster. If documentation of a DUA claim is obtained, no other documentation of layoff or dislocation is required. If there is no DUA, but there is a regular UI claim, staff must collect the “Self Attestation” form (DRJP Form 9) from the individual attesting to the fact that the layoff was due to the disaster. This is also considered reliable documentation and no other documentation of layoff or dislocation is required.

If there is no eligible UI claim, staff must secure documentation to support the claim that the applicant was employed at the time of the disaster and that the dislocation occurred as a direct result of the disaster. Ideally, this would be in the form of paystubs or other payroll records, a bank statement indicating direct deposit from the most recent employer, and/or a letter from the most recent employer. A case note documenting phone verification of employment and dislocation event would also be acceptable. Any of these records must be accompanied by the signed “Self Attestation” from the individual attesting to the fact that the dislocation event was due to the disaster.

It is possible that an individual may not be able to provide all eligibility documentation as a result of the disaster (i.e. documents were lost or destroyed in tornado/flood, etc). In these cases, the “Self-Attestation” form can be accepted to attest that the documentation is not available at time of eligibility determination initially. However, the participant must provide full eligibility documentation within 60 days of the enrollment date.

Use the following timeline to secure eligibility documentation:


- If the individual is hired at a worksite, s/he must provide proper identification and/or documentation **within 30 days**.

- If documentation cannot be provided at that time, and good cause can be shown for failure to meet the 30-day deadline, the participant may be granted an **additional 20 days** to provide adequate identification.
- In extenuating circumstances only, the participant may be granted an **additional 10 days**.
- If such documentation is not provided within **60 days**, the participant will be terminated from the DRJP, and no further DWG-funded services are allowed.

Such cases should be supported through case notes.

## 2. Self Employed Individuals Unemployed/Underemployed as a Result of the Disaster

A self-employed individual who is now unemployed as a result of the applicable disaster is eligible for the DRJP as a dislocated worker under category 5 in MoJobs and should be enrolled as such.

 **Category 5:** Individual was **previously self-employed** (including farmers, ranchers and fishermen), but is **unemployed** due to general **economic conditions** in the community of residence or because of **natural disaster**. Record the last date of self-employment in the Actual Layoff Date.

A self-employed individual who is significantly underemployed as a result of the disaster is not eligible as a Dislocated Worker but is still eligible to participate in the DRJP under category 12.

Self-Employed individuals who are significantly underemployed as a result of the disaster cannot be enrolled into the MoJobs system at this time, because the employment status disables an additional required field under the 'Dislocated Worker Grant Eligibility' section. Until this issue is addressed, it is highly discouraged that this eligibility category be utilized.

At least two items must be documented to verify eligibility under either subcategory. Adequate documentation must clearly show that the individual (1) was self-employed and (2) is now unemployed or underemployed:

- Evidence of self-employment may be provided through a business tax return, or a business license, or any other legal document which shows self employment and which could be verified by phone.
- Evidence of unemployment/underemployment due to the recent disaster is to be provided through self attestation (DRJP Form 9) and a copy of the Disaster Declaration showing that the business's address or service area is located within a county on the applicable FEMA declaration.


## 3. Dislocated Worker as Defined by WIOA:

Individuals who meet the definition of a dislocated worker (DW) as defined in WIOA Sec 3(15) are eligible to participate in the DRJP and must have their eligibility fully documented in either an electronic or hard copy file. Through the WIOA application function, staff must select the appropriate category for which the individual meets eligibility. Staff are required to co-enroll DW eligible DRJP participants into the DW program.

Dislocated Worker categories and respective eligibility requirements and required documentation can be found in current OWD Issuance regarding Adult and Dislocated Worker Eligibility and Documentation TAG.

## 4. Long-Term Unemployed

For the purpose of the DRJP, long-term unemployed is defined as any individual who is unemployed at the time of eligibility determination and has been unemployed for 15 or more nonconsecutive weeks of the last 26 weeks (30 hours or more constitutes a week) and has made specific efforts to find a job. As a reminder, the intent of this definition does not include those individuals who have held part-time jobs on a regular basis in the last 26 weeks. Those who meet the definition of long-term unemployed are eligible to

 **Category 12: Dislocated Worker Grant (DWG) eligibility:** Individual does not meet criteria outlined for Dislocated Workers in categories 1 - 8 above, but is an individual that meets **DWG** eligibility outlined under WIOA Title ID National programs, Sec. 170 National dislocated worker grants, relating to Sec 170(b)(1)(A) workers affected by major economic dislocations OR Sec 170(b)(1)(B) workers affected by an emergency or major disaster.

participate in the DRJP under Category 12 in MoJobs.

A participant can attest that s/he meets the definition of long-term unemployed using the “Self–Attestation” form (DRJP form 9). The participant must also include employment history for the last seven months on the Self Attestation form. In all cases, the individual’s employment record should be reviewed. Additionally, if s/he has filed a UI claim in the three years prior to the date of eligibility determination, the participant should print proof of the claim from the Division of Employment Security’s claim system, UInteract.

If a long-term unemployed individual meets the definition of a Dislocated Worker, the qualifying eligibility is due to the dislocated worker status and the long-term unemployed eligibility criteria should NOT be pursued. In this situation, the “Self-Attestation” form, if already signed, should be updated by drawing a line through the attestation to long-term unemployment, accompanied by staff and the participant’s initials. The correct eligibility status should be documented in case notes.

### **Category 12**

Every participant determined eligible using the category 12 option in MoJobs will have an additional section appear, labeled **Dislocated Worker Grant Eligibility**. These questions are designed to indicate which reason supports eligibility.

**Dislocated Worker Grant Eligibility**  
  
Is unemployed due to general economic conditions in the community lived in, or worked in, or related to a military installation realignment: ☐ Yes ☒ No ☐ Not Provided  
  
Is unemployed as result of an emergency or major disaster in the community lived in, or worked in: ☐ Yes ☒ No ☐ Not Provided  
  
Is considered long term unemployed, as defined by the state in the NDWG grant: ☒ Yes ☐ No ☐ Not Provided

Workers temporarily or permanently dislocated as a result of the disaster will answer YES to question #2.

Self-Employed individuals who are significantly underemployed as a result of the disaster currently cannot be enrolled into the MoJobs system as such, because the system does not currently support this eligibility status. Until this issue is addressed, it is highly discouraged that this eligibility category be utilized.

Long-term unemployed individuals will answer YES to question #3.

### **Eligibility & Grants Tab (WIOA Application)**

On the last section/tab of the WIOA Application, labeled the ‘Eligibility and Grants’ tab, staff must record that the DRJP participant meets NDWG eligibility and which grant the participant will be participating in.

First, record eligibility for the National Dislocated Worker Grant:

**National Dislocated Worker Grant NDWG:** ☒ Yes ☐ No ☐ Not Applicable

Second, record the grant by adding the correct grant to the record.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
National DW Grant (NDWG)	42	MO42-Spring 2017 Storms and Flooding	MO42		<a href="#">Add</a>

To confirm that the grant code was added, verify that a date is displayed under the 'Date Added' column.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added
National DW Grant (NDWG)	42	MO42-Spring 2017 Storms and Flooding	MO42	04/13/2018

### **Pre-Employment Screenings**

Each DRJP participant must complete and pass necessary pre-employment screenings, which are used to determine if the participant is suitable for work in the DRJP. These screenings must be completed after an eligibility determination has been made and before employment can begin. These pre-employment screenings are dependent on the Worksite and/or the position classification. A Worksite may require a background check or drug test only if they are also required of the Worksite's regular employees in similar positions.

Pre-employment screenings must be performed in order.

1. Background checks - if required of regular employees at the Worksite.
2. Drug testing - if required of regular employees at the Worksite.
3. Physical - required for all *debris* positions prior to beginning work.
4. Tetanus shot - required for all *debris* positions prior to beginning work.

If a participant fails a pre-employment step, s/he may be placed elsewhere. For example, if s/he fails the background check but another position that does not require the background check is available, the participant may go to the next pre-employment step. However, if another position is not available, s/he cannot be enrolled into the DRJP and should be referred to the Job Center for services.

All costs prior to employment being obtained are considered 'Project Operating' costs by the USDOL and are categorized as 'Pre-Employment' costs on the local and state budgets.

Each cost -- background checks, drug testing, physicals, tetanus shots, and costs for the participant to attend pre-employment activities (i.e. transportation reimbursement) -- must be case noted. Case notes must include (1) the date the participant was sent to the pre-employment screening and (2) the date s/he completed the activity. Pre-employment costs are not considered as a supportive service or any other type of service.

### **Participant Orientation**

Prior to obtaining DRJP employment, individuals must complete an orientation into the program. At the time of this orientation, the participant should sign the "Participant Orientation" form (DRJP Form 5). The signed original should be kept in the participant file and a copy given to the participant for his/her records.

The participant orientation must address the temporary nature of DRJP positions (12 months or less) and that participants are expected to continue to seek other employment while working in the DRJP position. Participant orientation should also review the "Media Consent" form (DRJP Form 11), the "Emergency Contact" form (DRJP Form 12), and the "Medical Disclaimer" form (DRJP Form 13).

### **Equal Opportunity and WIOA Complaint and Grievance Notification**

WIOA regulations require that participants receive notification of the right to pursue complaints or grievances related to Equal Opportunity issues or programmatic delivery of programs and services. To ensure that the DRJP participant has been properly notified and provided with a copy of his/her rights and responsibilities, OWD requires a signed attestation. Form EO-15 must be used for this information, marking the DRJP participant as a participant in the correct corresponding section. The participant will retain pages 1 and 2, while page 3 is maintained in the participant's file. Refer to the current OWD Issuance regarding EO and WIOA Complaint and Grievance for full guidance.

### **Assessment and Employment Plan**

The DOL's Training and Employment Guidance Letter 2-15 outlines the allowable activities for Disaster Recovery DWGs. During the disaster relief employment portion of a DWG, services such as assessments and

employment plans are not required, as these services fall under *career services*. If Career and Training Services are requested and approved, such services will be required at that time.

If a participant is co-enrolled in a funding source that provides and allows for career services, such as the Dislocated Worker program, these services may be performed but must be tied to the correct customer group.

If Career and Training services are approved for an active grant, additional information will be provided.

### **Enrolling into the DRJP**

A participant cannot be enrolled into the DRJP until s/he has passed all required pre-employment steps and begins employment. Enrollment must occur within 30 days of completion of the eligibility/application form.

- For *debris* positions, safety training is considered the first day of employment.

The day the participant starts temporary employment, staff must complete the Participation Form and record a DRJP applicable service as the first service/activity, creating the enrollment in MoJobs. If the Participation Form has already been completed, record all DRJP services as usual. All DRJP services must be tied to the NDWG customer program group and the correct grant.


Below are the minimum services to record at time of enrollment.

- 316 – DRJP Employment
- 238 – DRJP Safety Course – required for *debris* positions only
- 240 – DRJP Supportive Services – required if/when supportive services were received

### **Safety Training**

Safety training is required for all debris positions prior to working on the actual worksite. Safety training marks the participant's first day of employment. A certificate or proof of completion, which must be kept in the participant's file, is required before the participant can begin work on the worksite. If a participant is not able to complete the safety training, enrollment in DRJP must be ended and other Job Center services should be provided.

Safety Training must be documented in case notes and the 238-DRJP Safety Course code, tied to the correct grant, must be recorded to the WIOA application.

Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
<a href="#">238 - DRJP Safety Course</a> CONVERSION LWIA 10		National Dislocated Worker Grant (NDWG) MO42-Spring 2017 Storms and Flooding	N/A	10/11/2017	10/11/2017	<a href="#">10/11/2017</a> Completed

If the Region hired supervisors to assist with planning prior to field work, safety training may be postponed until the larger group is ready to begin field work. If this occurs, case notes must indicate the reason that safety training has not occurred.

### **Length of Time for DRJP Positions**

All DRJP positions have a maximum duration of 2,080 hours or 12 months of employment, whichever occurs first. This does not mean that the participant will work the maximum duration, as the length is to be based off the worksites' individual needs, which could mean a shorter duration.

Participants will work no less than a "normal week," generally 40 hours, unless there are unforeseen circumstances (i.e. weather) that prohibit working a specific day. Part-time positions are acceptable only if needed by the worksite. Participants may work overtime provided that regular employees of the worksite are also working overtime.



Local WDBs must track each DRJP participant's employment, to ensure the 12-month duration or the 2,080-hour cap is not exceeded. Each participant should get as close to the maximum duration as possible, if these hours are available at the worksite. Regions may find it necessary to establish an earlier cutoff to ensure timesheets are correct and that the maximum duration is not exceeded. If a participant exceeds the maximum duration due to internal tracking processes, the Region is responsible for paying the additional hours and required to establish a process to prevent future occurrences.

If a participant misses work for an extended period of time the Worksite and the DRJP staff should determine (1) the reason for the absence, (2) if supportive services are needed to participate in the DRJP, and (3) if employment needs to be terminated.

No participant will be allowed to continue temporary employment if s/he is not actively engaged and working on a regular basis. If a participant has not received a service funded by the DRJP for 90 consecutive calendar days, enrollment in the DRJP must be closed. If a participant cannot continue temporary employment due to a global exclusion, the Region must submit a change request to have enrollment ended with the appropriate outcome. The individual will then be removed from performance reporting measures.

### **Wages and/or Promotions**

Participants in DRJP will be paid the same wages as employees in like positions at the worksite, commensurate with experience and skills. Raises extended to regular employees must also be extended to DRJP participants working within the same job class. State Prevailing Wage Law does not apply to the DRJP.

If a worksite supervisor position comes open during the DRJP, a fair and competitive process must be in place to ensure all DRJP participants have the same opportunity for consideration. The process and decision should be provided in a case note along with the participant's worksite performance information.

### **Transportation**

Transportation from a central location to and from the worksite may be necessary due to safety and parking issues. Any other transportation needed by participants must meet the criteria of Supportive Services. Supportive Services are discussed in depth in the 'Supportive Services' section of this Manual.

### **Worksite Orientation & Policies**

The Worksite must give the participant an orientation on worksite policies just as the Worksite would do for any other employee. At a minimum, the worksite orientation must include the elements listed on the "Worksite Orientation" form (DRJP Form 6). In addition, any training, beyond the safety training, required by the Worksite must be provided. If the DRJP participant is unable to successfully complete any worksite training requirements or adhere to worksite rules, s/he is terminated from the DRJP and referred to the Job Center for services; a case note must also be entered onto the participant's record in these cases.

If the Worksite does not have policies to address certain situations (i.e. sexual harassment or drug-free workplace), participants must follow the Employer of Record's policies. All Employers of Record under the DWG must have policies in place to address these situations.

### **Evaluations**

An evaluation must be completed on each DRJP participant every 90 days during the temporary employment phase of the DWG. The Worksite must provide information on the participant's performance, both positive and negative, in order to track progress and promotion possibilities. Use the "Evaluation" form (DRJP Form 10) to document performance and enter performance into case notes.

## **Reenrolling**

Typically, DRJP participants who are terminated from the program are not allowed to be reenrolled in the same DWG, exceptions being cases where someone could not supply eligibility documentation within the 60-day timeline, for example. It may be acceptable to reenroll participants who were successful in the program and obtained other employment or had a temporary break due to medical reasons; however, s/he must have provided appropriate notification. Previous participants should not be reenrolled unless there are no other participants to fill the positions. In all cases of reenrolling into the same DWG, a participant cannot exceed the 12-months or 2,080 hours duration allowed for temporary employment.

DRJP participants may be enrolled into a different DWG after successful completion in the current DWG, given the participant meets eligibility guidelines. However, this should be a case-by-case decision based on the need of the worksite and if no other participants are available to fill the position. If the participant is enrolled into another DWG, a case note must explain the situation and show that other participants were not available. In these cases, the participant entering temporary employment under a new DWG will start back at zero hours.

## **Recording Grant Outcomes**

When a participant completes all grant activities, all services should be closed with appropriate outcomes.

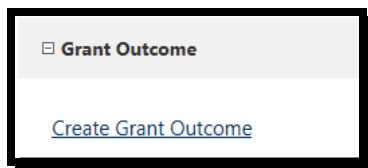
The 316-DRJP Employment activity should be closed with one of the following:

- Successful Completion
- Did Not Complete

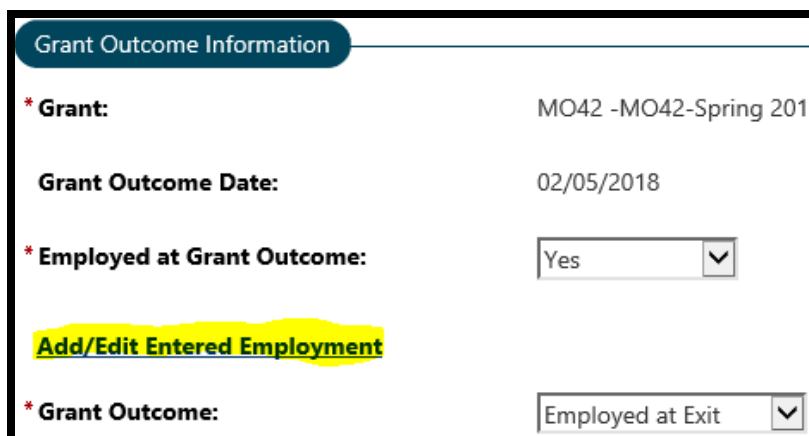
OJT service-related outcomes are not to be used when recording the closure.

After all DRJP services have been closed, staff must record a Grant Outcome. The Grant Outcome will record basic closure information to include completion information and employment at completion information.

To record the Grant Outcome, click the 'Create Grant Outcome', found under the Grant Outcome bar of the WIOA Application.



All fields must be completed, as well as any supporting employment information. To add supporting employment information, click Add/Edit Entered Employment.



Grant Outcome Information	
* Grant:	MO42 -MO42-Spring 201
Grant Outcome Date:	02/05/2018
* Employed at Grant Outcome:	Yes
<b>Add/Edit Entered Employment</b>	
* Grant Outcome:	Employed at Exit



## Supportive Services

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Under Disaster Recovery DWGs, supportive services are allowable for participants to participate in disaster relief employment. Supportive Services are also allowable for career and training services, if career and training services are available under the DWG.

Supportive Services are those services necessary to enable an individual to participate in activities authorized under the DWG and should be made available to assist customers in removing or reducing barriers to participate in the grant's activities. While participating in the DRJP, a participant has a limit of \$1800 of supportive service funding available.

Supportive Services may include transportation, child care, dependent care, needs-related payments and emergency aid. Assistive technology/equipment may be included if staff document the participant's need for this technology/equipment in order to participate in the grant activity and is unable to obtain it from other resources. The extent of Supportive Services provided will vary based on the participant's need and the Region's availability of funds and resources.

Supportive Services are only to be provided to DRJP participants who meet all of the following:

- Are in a temporary job assignment or have successfully completed the temporary job assignment and are receiving other services through the grant;
- Are unable to obtain Supportive Services themselves or via their support network;
- Are unable to obtain Supportive Services through other programs including community agencies that provide these services; and
- Demonstrate a need for assistance to enable participation in the grant's activities.

Supportive Service payments are authorized based on available funding and are limited to **\$1,800** per participant. If a DRJP participant's need is above the maximum limit, an additional amount must be approved by the OWD. Requests are first reviewed by the Region to verify justification and then emailed to the OWD Grant Coordinator for approval.

No Supportive Service can be authorized until the participant has obtained DRJP employment and is enrolled into grant activities. Each Supportive Service payment must be documented in MoJobs along with a case note that includes the type of supportive service, justification, reason, date, and amount of the payment. Add '240 – DRJP Supportive Services' to the participant's record when a DRJP Supportive Service is received.

### **Needs-Based Analysis**

Because the DRJP is not an entitlement, Supportive Service payments are made on a case-by-case basis only when they have been determined necessary and reasonable. Payments must not be made for non-grant activities or for items that are not necessary for participation in the grant activity. A statement alone that states a participant "needs" a supportive service will not justify the payment of these expenses.

Due to funding limitations, supportive services are the last resort. All other sources of funding must be sought first. All attempts to find other supportive service funding and the reasons for needing DRJP funding must be documented in case notes. Each Region should keep an up-to-date listing of other resources to make referrals to prior to paying supportive services.

Possible community resources include faith-based organizations, non-profit organizations, women's shelters, clothes closets, pro bono medical, dental, and legal services, government assistance such as local health departments, WIC, assistive technology reimbursement programs, and MO HealthNet, local transportation programs, and statewide and nationwide organizations such as: United Way, Goodwill, and Salvation Army.

When a workforce is concentrated in one area and a community organization will be contacted multiple times, the Region should obtain a statement once a quarter that the organization is unable to provide the requested assistance.

### **Transportation**

Transportation reimbursement is allowable for DRJP participants after a needs-based analysis and justification is completed. A Region can follow its own supportive services policy regarding transportation reimbursement; however, the reimbursement rate cannot exceed \$.37 per mile.

Mileage from the participant's home address to the grant activity is determined using Map Quest or another standardized program. In the participant's file, document the initial determination and the ongoing need for transportation reimbursement.

As a reminder, transportation reimbursement to attend pre-employment activities is considered a Project Operating cost, and not a Supportive Service, however, all criteria must still be met and must be documented in case notes.

### **Child Care**

Childcare payments are permissible for DRJP participants after needs-based analysis and justification is completed. This Supportive Service is only available for participants **not eligible for assistance** through the Family Support Division (FSD); the DRJP participant must provide documentation that FSD would not pay childcare expenses. Childcare must be provided from a State Approved Day Care. If a participant's family member wishes to provide childcare, approval from FSD must be obtained.

If FSD requires a co-payment, Supportive Services may be used. Child care referrals and payments are available to DRJP participants with children under thirteen (13) years of age, children incapable of self-care, and/or children under court order who need care while participant is attending his/her authorized DRJP activity. Verification of emotional, mental, or physical incapacity or court order must be provided if the child is older than 13. These documents must be kept in a separate and secure location.

Payment for child care is based on the Regional Market Rates (RMR) provided by Department of Social Services (DSS) found at <https://apps.dss.mo.gov/childcarerates/>.

### **Emergency Aid**

Emergency Aid is a one-time or rare expense to allow a DRJP participant to participate in DRJP-allowable activities. If the participant is having extreme financial difficulty, staff must be assisting him/her with needed financial information (development of a budget, credit counseling, debt management, etc.).

Examples of emergency aid include payment of utility bills, a car insurance payment, a rent payment, and vehicle repairs.

Rent can be provided only if the address is used as the primary residence and allows for the participant to take part in the allowable DRJP activities. The participant must provide appropriate documentation for proof of residency and proof of ownership (landlord). Documentation must be kept in participant's record to note approval, proof that the participant lives at the address, proof that the landlord owns the property, and proof of the amount past due. The landlord is to be paid directly for the rent. Proof of residency may include a lease, a phone bill, cable bill, voter's registration card, or driver's license. Proof of ownership may include a lease, a property tax receipt, a title, or a trash or sewer receipt.

Vehicle repairs can only be provided on the vehicle used as the primary transportation for the participant to take part in the allowable DRJP activities. The participant must provide proof of ownership. Documentation and

approval must be kept in participant's record. Repair costs must be directly linked to an authorized activity. The vendor is to be paid directly for the repair.

As with other Supportive Services funding, all other resources must be sought first. For example, heating and cooling assistance could be pursued through Low Income Home Energy Assistance Program (LIHEAP), Salvation Army's "Heat Share", local programs, and faith-based organizations. Rent assistance might be obtained through the U.S. Department of Housing and Urban Development (HUD).

### **Needs-Related Payments**

Needs-related payments (NRP) are a type of Supportive Service and must meet all Supportive Service criteria. NRP are only allowable when Career and Training Services are requested in the original Disaster Recovery DWG application. NRP are not allowable during the temporary employment phase of the DRJP.

### **Post-Employment**

Post-Employment supportive services can only be issued if Career and Training services are available through the grant. Additional details regarding post-employment supportive services will be provided if Career and Training services are requested and approved.

### **Supportive Service Case Notes**

All Supportive Services must be documented in the case notes sections of MoJobs and include at a minimum:

- The *type* of Supportive Service paid (e.g., transportation, childcare, etc.),
- The *amount* of Supportive Service paid and total amount paid in Supportive Services to date,
- The *timeframe* the Supportive Service was paid for,
- The *justification* for the Supportive Service (not required for expendable items), and
- Verification of the lack of other *community resources*.

In all cases, staff must review case notes prior to making any Supportive Service payments to avoid duplicate payments.

### **Expendable vs. Non-Expendable Clothing**

Specific clothing required for debris-removal positions is considered expendable when the clothing will be of no value after the work is completed. This expense does not count towards the participant's DRJP Supportive Service \$1800 limit. Because of the nature of expendable items, a needs-based analysis for the clothing is not required.

DRJP Supportive Services for expendable items must adhere to the following guidelines:

- The '240-DRJP Supportive Services' service must be opened during the timeframe the participant received the item(s).
- Case note must include each item purchased, the cost, the date the participant received item(s), and a statement indicating the item purchased is an expendable item.
- If a voucher was used, the case note must indicate the amount of the voucher, the date the items would be purchased, and the items to be purchased. After invoiced, the cost per item must be recorded in case notes, referencing the previous case note.

### **Supportive Services Activity Code Features**

OWD's electronic case management system has features to enable the DRJP Supportive Service activity code to cover a period of time of up to ninety days. When providing a same day service, the activity code should be closed accordingly. However, when providing long duration supportive services, such as transportation/mileage assistance, the '240-DRJP Supportive Service' activity code's projected end date can be extended out up to 90 days, as necessary.

## Responsibilities

It is the responsibility of staff to provide accurate information to the customer including:

- If he/she is eligible for requested Supportive Services.
- If he/she is no longer eligible to receive the Supportive Service for any reason (i.e. cap met, no longer has a need, etc.).
- The requirements (e.g., paperwork, employment, etc.) to receive the Supportive Services.

Also, staff is required to maintain a file for each participant to include all required documentation.

## Case Management System Requirements

Completing entries into MoJobs accurately and in “real-time” is necessary for successful local, state, and federal monitoring reviews. In addition, the information contained in this database is essential for the participant’s success.

Following are helpful reminders/tips regarding case management entries. Some apply only to the DRJP, while others are overall program reminders.

- Real-time data entry must be completed.
- If a case note is not entered on time, “LATE” must be in the case note with the actual date referenced.
- **An application for Dislocated Worker must be created in order to determine eligibility for the DWG. When the DW application is complete, the system will indicate the person is eligible as a DW, regardless of the correct eligibility status. For all DRJP participants who are not eligible as Dislocated Workers, staff can mark the DW program as inactive to avoid inadvertently adding DRJP services to the DW program.**

Dislocated Worker	Yes			<input checked="" type="checkbox"/> Inactive
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- All case notes for DRJP are to be tied to the WIOA program.
- Case notes and the associated service dates must match.
- Case notes must indicate worksite observations or evaluations to ensure the participant is receiving regular contact and assistance from the case manager and the worksite supervisor.
- If a participant is enrolled in the DWG and then determined ineligible due to lack of documentation, the enrollment should be closed as “Did Not Complete,” not as “Void.”
- When the participant is no longer receiving DRJP services all DRJP services must be closed.
- Upon completion of grant activities a grant outcome must be recorded per participant.

Grant Type	Grant	Outcome Date	Employed	Grant Outcome
National DW Grant (NDWG)	Severe Storms & Flooding Spring 2015	09/22/2017	Yes	Employed at Exit

- The person who signs a change request is responsible for verifying accuracy of the information and must review the request and the entire record prior to submission.
- Same day services should be opened and closed on the same day it was provided.
- A ‘240-DRJP Supportive Service’ cannot be added to the record until employment has been obtained.
- Since safety training is the first day of employment for debris workers, any transportation provided to safety training is a supportive service and should be recorded as such.
- Transportation reimbursement cannot be provided for pre-employment screenings unless the need meets all the criteria for a supportive service. Because it’s considered under the project operating costs, like pre-employment screenings, the ‘240-DRJP Supportive Service’ will not be added to a participant’s record. However, it must be documented in a case note, following guidelines for all other supportive services.

- ‘240-DRJP Supportive Services’ should be left open only as appropriate. (i.e., a one-time payment for clothing would be open and closed the same day as provided; transportation reimbursement that spans a couple of weeks could be left open during that timeframe; etc.).

### **Case Management Guide**

A quick-reference guide for what is required of all DJRP participants is below:

- Completed MoJobs profile, including updated General Information and Background sections.
- Wagner-Peyser enrollment.
- “Participant Orientation” form (DRJP Form 5).
- “Worksite Orientation” form (DRJP Form 6).
- Eligibility documentation.
- Completion of all hiring documentation: W-4, I-9, and E-verify.
- “Media Consent” form (DRJP Form 11).
- “Emergency Contact” form (DRJP Form 12).
- “Medical Disclaimer” form (DJRP Form 13).
- Equal Opportunity and WIOA Complaint and Grievance Notification (Form EO-15)
- Proof of tetanus shot, physical exam, and safety course for potential debris workers.
- Proof of other worksite requirements as applicable (background check or drug screening).
- Case notes on each participant, including:
  - Date of tetanus shot, physical exam, drug testing, (if applicable) and background check (if applicable).
  - **Note:** Do not include medical information; only indicate that these requirements were met.
  - Any Supportive Service or transportation reimbursement payments received including transportation to safety training, clothing for debris workers, etc.
  - All payroll documentation, including total hours worked and totals hours worked to date.
- Referral to a DRJP job order.
- Marked as ‘Hired’ to a DRJP job order, *if hired*.
- Accurate posting of all applicable DRJP Services.
- Co-enrollment into the WIOA DW, if eligible.
- “DRJP Participant File Review” form (DRJP Form 23 or 24 depending on if the participant is enrolled in grant activities).
- Completed “Evaluation” form (DRJP Form 10) every 90 days.
- Completed “DRJP Checklist” (DRJP Form 8)

## **Worksites**

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### **Eligibility**

Worksites are limited to public entities and private non-profit facilities located in the geographic area covered by the FEMA declaration issued for public assistance. Worksites can be cities, counties, road and bridge districts, levee districts, state and city parks, and non-profit organizations and the work must be related to the damage declared in the DWG application. Each worksite must complete a “Worksite Agreement” (DRJP Form 14) before workers can be placed at the site.

Each worksite must be documented on the Worksite Worksheet. The Worksite Worksheet and the Worksite Agreement(s) must be sent to the OWD Grant Coordinator before funds will be distributed to the Regions.

### **Equal Opportunity & Complaint and Grievance Notice**

Each worksite being considered for the DRJP is to have the Equal Opportunity and Program Complaints and Grievances information presented to them. A signed DWD-EO-15 form must be collected and kept with the

appropriate worksite documents. For full guidance, refer to the current OWD Issuance regarding EO & WIOA Complaint and Grievance Notification.

### **Unions**

A “Union Concurrence Statement” (DRJP Form 15) must be signed before any worksite can be activated where labor unions are represented.

### **Private Property**

DRJP participants must be placed in temporary jobs in public or private non-profit agencies. DRJP must be located only where regular employees of the employing unit or state employees have the authority to do such work.

If a worksite requires passing through privately owned property, a “Private Property Access” form (DRJP Form 16), which gives permission to pass through private property, must be signed by the property owner prior to the work beginning and kept in the worksite’s files.

Under certain circumstances, work on private property is authorized to the extent that it achieves a great positive benefit for the workers and the community being assisted. All work on private property must be approved through the OWD Grant Coordinator. DRJP participants can work on private property only if:

- Workers from units of local governments are authorized to conduct such work and are performing such work; OR
- The worksite is private property of Economically Disadvantaged Individuals and meets all of the following:
  - Homes of economically disadvantaged are eligible for federally funded weatherization programs, and
  - Non-WIOA employees of the employing unit/state/local government workers are authorized to do the same work and are performing the work using non-WIOA funds, and
  - Health and safety hazards need to be removed for the larger community, and
  - Work is limited to returning a home to a safe and habitable level and this work is not to make home improvements, and
  - There is a priority of service to elderly and individuals with disabilities, and
  - The WIOA funds are not used for the cost of materials to do repairs, and
  - The work must be disaster related and not related to general home improvements, and,
  - The work is coordinated with and supervised by the local federal weatherization program.

### **Worksite Closures**

If a worksite is closed for the day due to inclement weather or other unforeseen circumstances, the worksite must follow the same protocol when notifying other employees. All participants who are affected by the closure must record the day on their Timesheet as “Worksite Closed.”

There are events could cause a worksite to be closed permanently (1) the project has been completed at the worksite, (2) the worksite is determined an invalid worksite and participants have been performing work beyond the guidelines of this grant and outside the worksite agreement, (3) project exceeds funds available, and (4) project closed, although not complete, due to damage from new disaster.

### **Disciplinary Action**

Any required disciplinary action or termination of a DRJP participant will follow the same rules and guidelines of the Worksite, as these participants are to be treated as other employees. Termination of DRJP participants by the worksite are reported to the “Employer of Record.”

All disciplinary action must be documented on the “Evaluation” form (DRJP Form 10). A copy of the evaluation form is given to the Local Workforce Development Board and a copy also kept in the participant’s file. If situations should occur where a DRJP participant is terminated or receives disciplinary actions, the OWD Grant Coordinator must be apprised of the situation.

### **First Aid Kits**

First Aid Kits are required on site, within reach of the participants and not stored in an office located away from the actual worksite. If a worksite does not have a transportable First Aid Kit, the Regions may provide such kits under this grant.

### **Supplies vs. Fitted Clothing**

Supplies provided for DRJP participants during debris cleanup and restoration are not considered Supportive Services and are not tracked per DRJP participant. Instead, these supplies are tracked by overall quantity per worksite. Items that are fitted to the individual, such as boots, shirts, and pants, are considered Supportive Services and are tracked per individual and recorded in MoJobs as described under the ‘Expendable vs. Non-Expendable’ section of this Manual.

### **Supplies, Equipment, & Sensitive Items**

The purpose of purchasing supplies and equipment is to complete the disaster project, and the majority of these items will have no useful life after the project ends. While supplies are generally not inventoried, the Region must maintain lists per worksite to ensure that only the necessary items are purchased for the participants to use in the program. These items should be kept in a secure location. It is the WDB’s responsibility to have processes and procedures in place to verify all supplies and equipment are necessary and required for the participant to complete the temporary job assignment in disaster-related work.

Equipment is defined as the fair market value over \$5,000 per USDOL guidelines; however, local policies may define equipment as a different amount (i.e. \$1,000). When purchasing equipment, the rental versus purchasing cost must be documented and the need justified. All equipment purchases must be approved by the OWD and the USDOL and requested in the same format as the “Heavy Equipment Request.” Treatment and disposal of equipment and supplies must comply with the Uniform Administrative Requirements as defined at 29 CFR, Part 95 or Part 97, as applicable.

Sensitive items – items generally for individual use or that could be easily sold, stolen, or misused and are valued over \$250 – purchased by the grant must be returned to the WDB after completion of the project(s) and tracked as a fixed asset.

According to Uniformed Guidance, in all cases, (1) the title to supplies will vest in the non-Federal entity upon acquisition. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project or program and the supplies are not needed for any other Federal award, the non-Federal entity must retain the supplies for use on other activities or sell them, but must, in either case, compensate the Federal Government for its share. The amount of compensation must be computed in the same manner as for equipment. (2) As long as the Federal Government retains an interest in the supplies, the non-Federal entity must not use supplies acquired under a Federal award to provide services to other organizations for a fee that is less than private companies charge for equivalent services, unless specifically authorized by Federal statute.

### **Contracts**

All contracts entered into by the WDB and subcontractors must include exit clauses and indemnifications to protect the Regions. In addition, all contracts should be through the grant timeframe or when the funding will be expended, whichever is first.

## **Accident Reports**

In the event that a participant sustains injuries on the job, the law requires that a claim report of the injury be filed. Accidents or injuries should be reported immediately to the Worksite Supervisor. The Worksite Supervisor must report the accident or injury to the DRJP staff so necessary paperwork can be completed. Additionally, staff must also notify the Grant Coordinator at the OWD.

## **Timesheets**

The “Timesheet” (DRJP Form 17) is used to record the days, number of hours worked, and the total amount of time spent on individual projects within each two-week period. The participant and supervisor must sign the timesheet in ink. It is the responsibility of both the participant and the supervisor to make sure the timesheet is submitted to the worksite office on time. Payroll cannot be processed until the signed time sheet is received. In the event that a final timesheet is received with no participant signature, best efforts should be made to contact the participant for signature, documenting such attempts in MoJobs. The final time sheet must be paid out by the next payroll period and requires the worksite supervisor’s signature, at minimum.

If a worksite is closed for the day due to inclement weather or other unforeseen circumstances, participants who are affected by the closure must record the day on their Timesheet as “Worksite Closed.”

Every paycheck must be documented through case notes in MoJobs. Documentation must include payroll period, number of hours, gross wages, and number of hours remaining in the DRJP.

## **Worksite Supervisor Orientations**

To ensure the DRJP guidelines are followed, Local DRJP staff must provide the worksite supervisor(s) with a worksite orientation delivered in the most efficient manner possible, which may include going to the worksite. At minimum, the information outlined in the “Worksite Supervisor Orientation” (DRJP Form 18) must be covered. The worksite supervisor is required to sign this DRJP Form 18, and it must be kept in the worksite file. If the worksite supervisor is a DRJP participant, a copy of this form must also be kept in the participant’s file.

## **Employer of Record**

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The “Employer of Record” rests with the entity paying the wages of the participants and will depend on the contractual agreement within the Region. Employers of Record for temporary workers are limited to public entities, not-for-profit organizations, and private for-profit entities such as a staffing agency.

All participants must complete and provide documentation for the I-9 and W-4. In addition, all participants must be checked through E-Verify before starting work (or within 3 business days of the start date). The Employer of Record must retain all of these forms.

## **Fringe Benefits**

At minimum, each participant in DRJP will be covered by Workers’ Compensation in accordance with State law through the program funding. All participants shall be provided fringe benefits according to the Employer of Record’s temporary employee policy.

## **Unemployment Insurance**

For UI tax purposes, Missouri governmental entities and entities with 501(c)(3) not-for-profit status, acting as the employer of record, are not required to report the wages of authorized participants in work-relief or work-training programs, *provided* that those programs are assisted or financed *in whole or in part* by federal, State, or local governmental agency. As such, participants in DRJP will not be covered by unemployment insurance compensation as stated in DWD Issuance 06-2016.



## USDOL Requests

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The OWD Grant Coordinator sends requests to the USDOL for approval per regulatory guidelines. The forms created for the requests must be used at the local level, as this is the process for submissions that has been approved by the USDOL.

### **Heavy Equipment and Transportation**

FEMA has extensive experience in obtaining and/or leasing heavy equipment in the aftermath of disasters, and provides such equipment for a limited period of time to permit clean up, reconstruction, and other allowable activities following a disaster. State and local governments may also lease or obtain heavy equipment for worksites where disaster grant participants are employed. Generally, disaster grant funds will not be authorized for the purchase or lease of heavy equipment for disaster relief work.

In certain situations, the worksite may not have and cannot afford heavy equipment to complete certain work. In these cases, DWG funds may be used to lease necessary equipment for worksites where DRJP participants are employed to support clean up and recovery activities. Such a need requires a heavy equipment request and must be sent to the OWD Grant Coordinator for review. The “Heavy Equipment” request form (DRJP Form 19), which is available from the OWD Grant Coordinator, must be completed outlining the equipment needs per worksite.

DRJP Form 19 must include justification of the equipment:

- Why the equipment is needed to perform/complete Disaster Grant projects.
- Verification that the worksite cannot pay for the equipment, even with FEMA reimbursement and that equipment reimbursement was not requested through FEMA.
- Verification that no other federal, state, or local agency is able to obtain the equipment.

The “Heavy Equipment” request form must include the local procurement process and the totals provided must match the “Budget” form provided to the OWD. The OWD Grant Coordinator must approve modifications to this request. The request must also include the worksite, the work that will be completed by the project, the item needed, the item cost with estimated fuel and maintenance, and documentation that the Region has adequate insurance coverage for equipment purchased or leased.

Equipment should be leased from a company that can make quick repairs so progress and employment are minimally impacted. In addition, heavy equipment is procured through the WDB and/or its subcontractors and not by the worksite.

Equipment (defined locally or when there is not a local policy, defined as over \$5,000) can be purchased using DWG funds; however, this is a rare exception and must be approved by the USDOL prior to purchase.

Many worksites will also require transportation from a central location or the need for leased vehicles to haul equipment. This is allowable for specific reasons like limited parking and hauling equipment. Due to the immediate need, Regions can procure transportation prior to approval, but must include it on the Heavy Equipment request.

Regions have listed other items for purchases not defined as equipment on the heavy equipment request form (i.e. portable toilets, purchases not defined as equipment, etc.). If these items were previously listed, they must remain on the form. Any “new” requests should not include these items.

Regions must send the OWD Grant Coordinator a list of all equipment leased or purchased with DRJP funds. This list should include the type of equipment, whether it was leased or purchased, the planned cost and the final cost. This information is to be submitted using the DRJP Region Forms Excel spreadsheet. This

information will provide historical data for analyzing how much money will be potentially needed in future disaster grant projects.

## **FEMA Coordination**

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### **Meetings**

Per DWG requirements, FEMA coordination is required to ensure non-duplication of efforts. If possible, local WDBs should be at the initial FEMA kick-off meetings after public assistance is declared. In addition, FEMA must be invited to the DRJP meetings when determining worksites to ensure projects have the best possible outcomes. If a Region needs a local FEMA contact, the OWD Grant Coordinator can be contacted. If FEMA coordination has not occurred prior to the DRJP project determinations, FEMA must be sent the Project Scope to ensure there has not been payment for the DRJP requested items (i.e. labor).

### **Expenses**

DRJP expenses are generally paid directly by the WDB or its subcontractor, which means the Worksite will not have an invoice to submit to the FEMA for reimbursement.

*Wages* are paid by the Employer of Record directly to the participant.

*Heavy Equipment* costs are paid directly to the vendor and the heavy equipment listings are sent to the FEMA who then distributes the lists to local FEMA representatives. Due to the immediate need of *fuel*, some WDB Regions are reimbursing the Worksite for this expense. DWG funds cannot pay the FEMA match, only the exact cost due to reimburse the invoice.

In all instances, any expenses incurred that are reimbursed to the Worksite must be coordinated with the FEMA. Regions should avoid the practice of having the Worksite procure items and request reimbursement. However, protocol has been established to reimburse the Worksite in the event that this occurs.

- The Worksite must release the original invoices to the WDB upon payment.
- A tracking system must be in place to verify the expenses were DRJP-related.
- The Worksite must sign a statement that the expenses are DRJP-related and will not be reimbursed by FEMA.
- The local FEMA representative must be contacted to determine if the entity needs copies of the receipts/invoices.

## **Responsibilities**

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### **Local Workforce Development Board (WDB)**

The Local WDB, and/or its subcontractor, is responsible for administering the grant at the local level.

- Verifying staff are enrolling participants in the DWG and entering services correctly and accurately in MoJobs.
- Retaining all work-related papers and electronic documentation, including the Worksite Worksheets, Worksite Listings, and Worksite Agreements.
- Conducting internal monitoring of 100% of files.
- Verifying adherence to state and local policies.
- Reconciling local records and case management records.
- Verifying only eligible expenses are paid.
- Verifying Supportive Services are paid according to DRJP policy.
- Assessing the need for additional worksites and workers and reporting this to the OWD on the "Worksite Listing."
- Verifying workers are performing grant activities only.

- Entering job orders.
- Providing DRJP Participant and Employer Orientations.
- Providing photographs of worksite projects before and after work is completed as coordinated through the OWD. Those photographs provided by the LWDB must include the date the picture was taken.
- Recruiting worksites and workers.
- Procuring physicals, tetanus shots, and safety training for all debris positions.
- Providing information to the OWD for daily, bi-weekly, monthly, and quarterly reports.
- Reporting completion of projects and worksites.
- Notifying the OWD Grant Coordinator when a participant has been enrolled or has exited the DRJP.
- Directing any programmatic questions not addressed in policy to the OWD Grant Coordinator.

### **Missouri National Guard (MONG)**

The OWD may contract with the MONG to provide certain services after State Emergency Duty (SED) has expired. The MONG can provide valuable insight on inventory processes, routing participants through processes, safety training, etc. The services which they will provide will be based off the need of each WDB.

## **Monitoring & Oversight**

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### **LWDB**

Monitoring must be conducted by the Local WDB to ensure that the participants, worksites, and related activities are consistent with the provisions of applicable Federal statutes, regulations, and the terms and conditions of the grant award letter.

The monitoring must include a review of all Local WDB responsibilities listed above. In addition, the on-site monitoring process must include questionnaires and procedures for interviewing participants, the employer of record, the worksite supervisors, and must include on-site visits to worksites. Each review must verify that every worksite is conducting disaster-related work only. The “Debris Worksite On-Site Monitoring” and “Humanitarian Worksite On-Site Monitoring” forms (DRJP Forms 21 and 22) must be used to conduct monitoring and should be retained locally, not sent to the OWD. Worksite monitoring must begin within two weeks of the first participant beginning employment and conducted monthly.

After each review cycle where all worksites have been monitored, a report must be compiled and maintained locally. This report must include reviewer(s), date(s) of visit, listing of counties and worksites monitored, projects monitored and number of participants at each site, verification all worksite agreements are in place and understood by the worksite, verification all work is disaster-related only, success stories and program progress, items found not in compliance, necessary corrective action, and necessary follow-up.

If any items are not in compliance at the worksite, the Region must forward this report to the OWD Grant Coordinator and the OWD Quality Assurance Unit.

It is imperative the Regions maintain regular contact with the OWD Grant Coordinator. Contact may be daily at the beginning of the project and during the planning phase. If any changes are made to the project, the “Worksite Listing” must be updated and sent to the OWD Grant Coordinator.

Participant files are to be monitored by the WDB within the first 30 days of the temporary employment. The “DRJP Participant File Review - Employed” or “DRJP Participant File Review – Not Employed” (DRJP Forms 23 and 24) must be used and placed in the participant’s file.

## **Office of Workforce Development**

The OWD Grant Coordinator will perform periodic desktop monitoring of DRJP participants. Technical assistance and guidance will be provided to the Regions as needs are discovered. Worksite monitoring and programmatic monitoring will also be conducted throughout the lifetime of the grant.

The OWD Grant Coordinator will coordinate with local State staff and Local WDB staff to take before and after photos of projects throughout the lifetime of the grant.

## **Fish and Wildlife Service (FWS)**

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In order to ensure compliance with the National Environmental Policy Act (NEPA) and the Endangered Species Act (ESA) and to protect valuable habitats and endangered species, all disaster projects in which participants will be entering or impacting natural areas must ensure that activities are not negatively affecting endangered species or their habitats. NEPA and ESA require DWG projects to either affirm to FWS that there are no endangered species or habitats within the project area, or to consult with FWS to mitigate negative impacts where there are endangered species or protected habitats before beginning any work in those areas. For more information, contact a local FWS field office ([www.fws.gov/offices/](http://www.fws.gov/offices/)).

## **Financial**

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Because initial budgets are often underestimated, budgets are developed and updated on the Region's electronic DRJP forms under the Budget tab. The local budgets are rolled into the total State budget for the grant. In addition, all line items on this form are reported on the CPR to the OWD Financial Unit in the Financial Reporting System (FRS) and must be kept up-to-date as the worksite's needs develop.

Accruals must be reported on the CPR. Calculating accruals will include contacting vendors who have not submitted invoices to verify what the costs are and/or extrapolating the costs based on the agreement. In addition, the payroll costs must be reported each time. Accrual reporting is required by USDOL, and failure to report accruals could result in the OWD not requesting additional funding in a timely manner.

Regions will not be allowed to borrow or receive funds from other sources to temporarily cover any costs associated with the DWG while waiting for incremental increases from the USDOL. As an additional reminder, all information associated with current expenditures should be up-to-date and reported in a timely manner. As FRS is generally a slower-processing system, it is important that Regions submit all financial reports to the OWD Grant Coordinator as well.

The OWD Financial Unit will conduct monitoring visits annually. Prior to the visit, the Financial Unit will request payroll and other records. If costs not associated with DRJP are identified at that time, they will have to be reallocated to the appropriate funding source and/or repaid to the grant.

## **USDOL Reports & Grant Modifications**

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The USDOL requires quarterly financial reports and quarterly performance reports. All information required for fiscal expenditures is reported by the Regions on the CPR in the FRS. All information required for performance reports are collected from participant records in MoJobs.

The USDOL requires grant modifications for a variety of reasons, including changing the number of participants, adding a Workforce Development component (Career and Training Services), requesting additional time, requesting additional funding, and adding a Project Operator. The modifications are very detailed to the participant level. Regions must provide information quickly to the OWD as the OWD must

review, edit, and compile multiple Regions' information and submit the modification according to the USDOL's requests.

## **Career & Training Services**

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Career and Training services are not provided under the DRJP unless funds have been requested during the grant application. All DRJP participants can receive career services under the Wagner-Peyser program during their temporary employment to assist them with moving on to permanent work. Staff should have regular conversations with DRJP participants regarding the reemployment services available to them through the Job Center. Career and Training services can also be provided under the WIOA Dislocated Worker and Adult programs, if determined eligible and enrolled at the local level.

## Related Guidance

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All current OWD issuances can be found online at <https://jobs.mo.gov/dwdissuances>.

06-2016: Exemptions from UI Wage Reporting for Participants

01-2017: Co-Enrollment and Allowable Services Policy

02-2017: Statewide Case Note Policy

04-2017: WIOA Adult/DW Eligibility & Documentation Technical Assistance Guidance Policy

08-2017: Participant Activity Codes & Definitions

16-2017: Disseminating Notices for EQ Complaints and WIOA Complaints & Grievances

TRAINING AND EMPLOYMENT GUIDANCE LETTER No. 02-15